



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date 8/17/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received . . . Application No. . . . Date Completed SEP 13 1972 257 SEP 14 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highway Planning - Road Inventory Section No. 2 Capitol Square Atlanta, Georgia 30334		4. Person to Contact  Joe Lindsey	
		5. Working Title Asst. Ch. Road Inven.	6. Tel. No. 656-5358

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1967 -- To Date

9. Exact Series Title  
Road Inventory Data File

10. What is the function of the office in which this record series is created

The function of the office in which this record series is created is to document the history of roads funded by State, Federal and local monies. This historical documentation includes a physical description of the road, construction improvements, construction costs, funding and a physical inventory of all public roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

1. HPS 6 Field Road Inventory of Construction and Retired Records or Plans.
2. Traffic Survey Location Maps.
3. Road Inventory Processing Record DHP 201 - summarizes field inventory and traffic survey location maps.
4. Road Inventory Field Form.

All of the above are filed alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	16	24					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				61.5			
Shelving - Summary		25	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
Shelving - Maps		4					
Tubular Map Rack		3					
				35-40	35-40	20-25	3-5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

See Attached page for explanation of yes answers.

- |  | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16. Does the series contain classified information requiring security handling?                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21. Does the record series contain documentation produced as EDP printout?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Section 8 of Act 536 (approved 1950) - fulfills Federal requirement that stipulates that the State must submit a road inventory annually and must conduct a physical inventory of roads every five years.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
 - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other completion of physical inventory then:

☐ Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☒ Other: (Specify) retain in current file area for five years until the updated physical inventory and Road Inventory Processing Record are completed and then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

26. Recommendations		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee <i>Mel Bradford</i>	Date <i>9/17/72</i>
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee <i>William M. Hagan</i>	Date <i>9-13-72</i>
	Records	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee <i>Ben W. Fortson Jr.</i>	Date <i>9-13-72</i>
	Committee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Law/Designee <i>Harold W. Hill</i>	Date <i>9-14-72</i>

EXPLANATION OF YES ANSWERS TO QUESTIONS 14-23

- 18. Could be partially reconstructed from computer tapes and by physical inventory of roads.
- 20. Field Road Inventory & Traffic Survey Maps inputs for Road Inventory Processing Record.
- 21. Road Inventory Processing Record.
- 22. Federal Funds for highway projects.
- 15. Summarized in Road Inventory Processing Record.